

		DIRECTIVE 7.12			
SUBJECT Military Courtesy		NO. PAGES 3			
DISTRIBUTION All Personnel	AMENDS Directive § Dated: June 1999	THIS ORDER CANCELS			
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ISSUED BY: Chief Bobby L Cummings					
Chief of Police Reviewed: 09/15/2014					

MILITARY COURTESY

Directive: **7.12**

A. Chain of Command

1. All departmental information shall flow through the chain of command.
2. Complaints received by any member of this Department regarding police services (i.e., internal policies, response times, etc.) will be immediately referred to the member's immediate supervisor. In turn, the notified supervisor will ensure that this information is reported through the chain of command.

**Note: The Chain of Command is defined as the levels of command within the Department. The Chain of Command for the Wilmington Department of Police is as follows:
Sergeant, Lieutenant, Captain, Inspector, Chief of Police**

Violation of this regulation will result in disciplinary action as specified for a class "E" violation.

B. Rendering a Military Salute

The Wilmington Department of Police Personnel, while on duty and in uniform, are required to render a salute when they meet and recognize sworn personnel entitled by rank who are in uniform and the following entitled civilians: the Mayor of the City of Wilmington and the Chief of Staff.

1. **When to salute (outdoors):**
 - a. Sworn members of the department in uniform are required to salute when they meet and recognize superior officers also in uniform.

- b. **When meeting/reporting to a superior officer outdoors.**
 - 1. **When meeting or reporting to a superior officer outdoors, members of the department who are in uniform, will approach the officer and salute. Members will not remove their headgear before or during the salute, and will hold the salute until returned by the superior officer. Members will also render the proper military salute upon departing from the superior officer. This paragraph is applicable only during normal routine meetings of a subordinate and a superior officer. It does not apply to any situation where emergency or life threatening conditions exist.**
 - 2. **When meeting or reporting to a uniformed superior officer in a vehicle, members of the department who are in uniform, will render the proper military salute, holding same until returned by the superior officer. Members will render the proper military salute upon departing from the superior officer. Members need not wear their headgear if they are also seated inside a vehicle during the meet.**
- b. While in Public, sworn members of the department in uniform will always render a proper military salute to the Chief of Police, regardless of the chief's attire.

NOTE: All Superior officers will promptly and properly acknowledge a salute rendered by subordinate personnel.
- c. While in uniform, sworn members of the department in uniform are required to salute **and verbally acknowledge** the Mayor **and/or the Chief of Staff while in public or private settings.** The Mayor **and/or the Chief of Staff**, at their discretion, may return the salute, acknowledge the salute with a verbal or physical gesture, or engage in a handshake with the officer. All officers will promptly and properly return a handshake rendered by the Mayor **and/or the Chief of Staff.**
- d. Uniformed officers will render full military honors to the national colors and the anthem at appropriate times.

Violation of this regulation will result in disciplinary action as specified for a class "F" violation.

2. When to salute (indoors):

- a. **When reporting to a superior officer's (rank of Lieutenant or above) office.**

1. When reporting to a superior officer (rank of Lieutenant or above) in his/her office, regardless of the superior officers attire, members of the department who are in uniform, will knock and enter only when told to do so. Upon entering the office the reporting member will render a proper military salute, holding same until returned by the superior officer. Officers will then state the reason of the visit. Upon being dismissed by the superior officer, the reporting member will render the proper military salute, holding same until returned by the superior officer.
 - b. When reporting to a board/panel, only salute the highest ranking officer.
 - c. While in uniform and the national anthem or pledge of allegiance is being performed during an event. (i.e. working an extra duty job at a basketball game or attending an official function such as a promotion/graduation ceremony).
3. When not to salute:
- a. Indoors except when reporting to a superior officer's office or to a board/panel.
 - b. When either party is off duty, with the exception of the Chief of Police.
 - c. When the officer is in civilian clothes (the officer shall give verbal recognition to a superior officer)

C. Addressing a Superior Officer

1. Members of the department shall not omit or alter any title when addressing a superior officer.
2. When a staff officer (rank of Captain or above) enters a room it shall be incumbent upon the first officer observing that staff officer to call to attention all other officers occupying that room. Officers will remain at attention until relieved by the staff officer. **If the staff officer enters the room during training, attention will not be called as it would disrupt the instructor.**

Violation of this regulation will result in disciplinary action as specified for a class "F" violation.